Form # P 04 DISPLAY THIS C.	ARD ON PRINCIPAL FRONTAGE OF WORK
	TY OF PORTLAND
Please Read Application And Notes, If Any, Attached	PERMIT Permit Number: 071488
This is to certify thatKNOLL SCOTT W &	MEL: A KNO
has permission toChange of use to 2 unit	residential renovement partmer basement
AT -83-WEST ST	<u>Q63 B007001</u>
provided that the person or pers	
of the provisions of the Statutes	
the construction, maintenance a this department.	and very of buildings and substures, and of the application on file in
Apply to Public Works for street line and grade if nature of work requires such information.	Notication       inspection       must         g h and w in permission procupt       A certificate of occupancy must be procured by owner before this building or in thereof         b re this Loding or in thereof       procured by owner before this building or int thereof         lated or contractions of occupancy       ing or part thereof is occupied.         H IB NOTICE IS REQUIRED.       Image: contraction of the procured by owner before the procupied.
OTHER REQUIRED APPROVALS	
Fire Dept	DENIED
Health Dept	
Appeal Board	
Other Department Name	Director - Building & Inspection Services
	ENALTY FOR REMOVING THIS CARD



Strengthening a Remarkable City, Building a Community for Life . www.portlandmaine.gov

Lee Urban-Director of Planning and Development Marge Schmuckal, Zoning Administrator

February 8, 2008

Scott & Melissa Knoll 83 West Street Portland, ME 04102

RE: 83 West Street - 063-B-007 - R-4 - Permit #07-1488

Dear Scott & Melissa,

Last night on February 7, 2008, as you know, the Zoning Board of Appeals denied your variance appeal and then allowed you to withdraw the conditional use appeal without prejudice. Without the granted appeals, your permit application to allow the change of use from a single family dwelling to a two family dwelling can not be issued. Therefore your permit application is denied at this time.

If you have your original receipt, and you bring that receipt into our office, you can get a partial refund of your submitted permit fee as detailed directly on the receipt.

If you have any questions, please do not hesitate to contact me at 874-8695.

Very truly yours,

Marge Schmuckal Zoning Administrator

Cc: file

City of Portland, Maine -	Building or Use	Permit Applicatio	n P	ermit No:	Issue Date		CBL:	
389 Congress Street, 04101	0			07-1488			063 BC	07001
Location of Construction:	Owner Name:	Owner Name:		Owner Address:			Phone:	
83 WEST ST KNOLL SCOTT W & MELISSA K		83 1	83 WEST ST					
Business Name: Contractor Na		ie:		Contractor Address:			Phone	
Dan Kolbert B		Building & Renovation		90 Gray St Portland			2076507650	
Lessee/Buyer's Name	Phone:			it Type:				Zone:
			Ch	ange of Use -	Dwellings			K-T
Past Use: Proposed Use:			Permit Fee:		Cost of Wor			7
Single Family Home		2 Family residential -Change of use		\$120.00 \$10,000.00			2	
		ential renovate	FIRE DEPT: Approved INSPECT					_
	existing aparti	nent in basement		Denied Use Gi			p:	Туре:
			4					
Proposed Project Description:	ial repovate evicting	nortmont in hosomont	0.					
Change of use to 2 unit resident	iai renovate existing a	aparument in Dasement		Signature:			Signature:	
			Actio	on: Approv	red App	roved w/Co	onditions	Denied
			Signa	ature:		D	Date:	
Permit Taken By: Date Applied For:				Zoning	Approva	1		
Idobson	12/07/2007							
1. This permit application doe		Special Zone or Revie	ws Zoning Appeal			Historic Preservation		
Applicant(s) from meeting applicable State and Federal Rules.		Shoreland	Variance			Not in District or Landmark		
2. Building permits do not include plumbing, septic or electrical work.		Wetland		Miscellaneous			Does Not Require Review	
<ol> <li>Building permits are void if work is not started within six (6) months of the date of issuance.</li> </ol>		Flood Zone	• Conditional Use			Requires Review		
False information may invalidate a building permit and stop all work		Subdivision	Interpretation			Approved		
		Site Plan		Approve	d		] Approved w/	Conditions
	enie	Mai Minor MM		Denied			Denied	
		Date:		Date:		Date		
					N			
	l			DE	\			
	/							
	(	CERTIFICATI	ON					

-

#### CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE

and the second second



## **General Building Permit Application**

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

	-			
	West Street			
Total Square Footage of Proposed Structure/A	rea Square Footage of Lot			
existing ~1000 ft 2 (no au	dd honal) 253	20 Lte		
Tax Assessor's Chart, Block & Lot	Applicant * <u>must</u> be owner, Lessee or Buyer	* Telephone:		
Chart# Block# Lot#	Name Melissi + Scott Kirel			
43 B +	Address 83 West Sweet	(207) 772 - 1119		
	City, State & Zip Portland, NIE 0410	2		
Lessee/DBA (If Applicable)	Owner (if different from Applicant)	Cost Of		
	Name	Work: \$_10,000		
	Address	C of O Fee: \$		
	City, State & Zip	Total Fee: \$ _1.20 /w		
Current legal use (i.e. single family)	Laic family			
If vacant, what was the previous use? Proposed Specific use: $TW^{\circ}(\pi, \eta, \eta)$ Is property part of a subdivision? $\Lambda^{\circ}(\eta)$ Project description:				
Proposed Specific use: TWO (-z.m. 14	<u> </u>			
Is property part of a subdivision?	If yes, please name			
Project description:	1 hope at and brown it	(1) i.c)		
Revovate existing approximent	in basement and bring it	op ro		
current code standards.				
	2-11 66 10 12 1005			
Contractor's name: Dan Kalbert	Duilding and 14 Million UKES			
Address: 90 Gray Street	F	- C <b>-</b>		
City, State & Zip Purtland, MECHIO2 Telephone: 799-8799				
Who should we contact when the permit is read	1y: Melissa + Scott Knell Te	elephone: 772 1119		
Mailing address: <u>S3 West Street</u>	Portland, ME 04102			

# Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at <u>www.portlandmaine.gov</u>, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: MUAM	Date:	121	7/	07		
This is not a posmit you may n	ot commonce A		L mot	il the permit is	icente	

This is not a permit; you may not commence ANY work until the permit is issue

December 5, 2007

Dear Planning and Development Department,

Thank you for considering our request to convert the doctors office in our basement into an approved apartment which we would intend to rent. The prior owner of our house, Dr. Fox converted the basement into doctor's office in the 1950's and it was used for commercial purposes on and off until 2006. Following a zoning meeting in 2006 it was decided that the space could never again be used for general commercial purposes but that both the neighbors and the zoning department supported proper conversion to an apartment. It should also be noted that our home is already listed as a two family by the assessment office website. The unit has a separate entrance and address already, listed as 200 Vaughan Street. We are proposing to renovate the unit to add a full kitchen and shower as well as a proper means of secondary egress. The only visible changes to the outside of the building will be two window and window wells (one to be used as an emergency egress) and a new residential door. We have discussed and reviewed the concepts proposed with Deb Andrews from the Historic Dept. and she thought the added windows wouldn't be a historic dept problem and that replacing the current ugly metal industrial/commercial 200 Vaughan Street door would be a great improvement to the house and neighborhood.

The construction details of our plan are not included at this time. We expect to meet with the zoning board to ensure that we can use this space as a residential unit and wanted to ensure that they would accept our proposal prior to creating construction plans. Once the variance is secure, we can submit the construction drawings and work with the historic department for design input.

If you have questions regarding our proposal, please feel free to contact us.

Best regards,

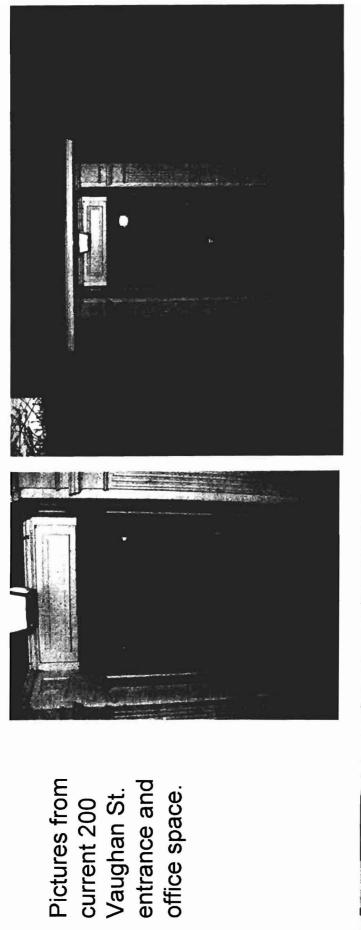
Melissa & Scott Knoll 83 West Street Portand, ME 04102

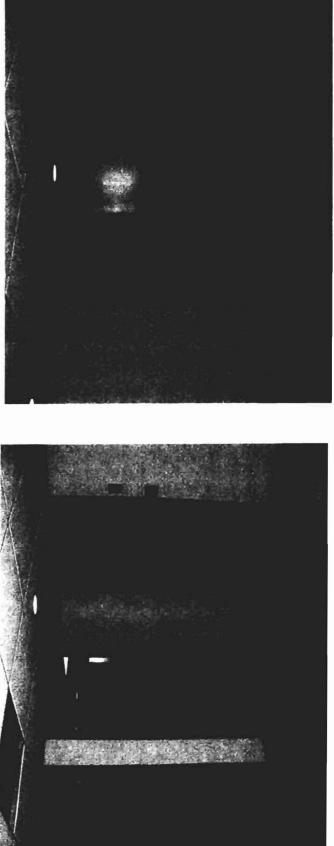
Attached please find:

- Current office pictures (inside and out)
- Plot plan
- Apt plan
- Potential entrance door and egress window examples

# Conversion of basement doctors office to apartment (200 Vaughn St)

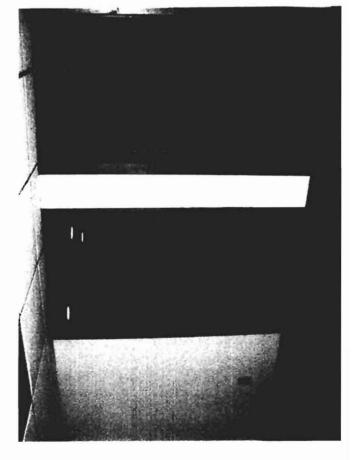
- The 200 Vaughn St space was Dr. Fox's MD office in the 50's through the 70's. Maine Med and other businesses rented the space in the 80's through 2006. At a zoning appeal in Feb/March 2006 the zoning board and neighbors asked that that the space never again be used as commercial space and suggested that an apartment would be a much better use.
- Since the last commercial tenant (Johnson and Jordan Inc.) moved out in October 2006 the space has been vacant.
- We are now interested in proceeding to look into the permitting and process required to make the conversion to an apartment which will require a number of changes including adding an egress window to the rear of the house, shower, kitchen, etc.
- Our house is already listed on the zoning and assessment websites as a "two family".
- On the following pages are the pictures of the existing space and drawings of the proposed layout.
- Deb from Historic was over and has reviewed adding the egress and other windows to the space. She thought it would also be great to replace the commercial looking metal door to a nicer wooden door which we would work with her to specify.
- Net, net the changes should improve the character and historic presence of our house.

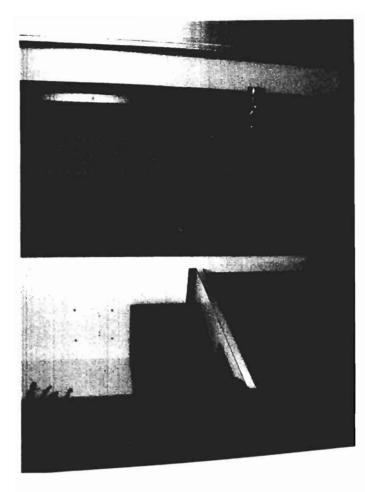


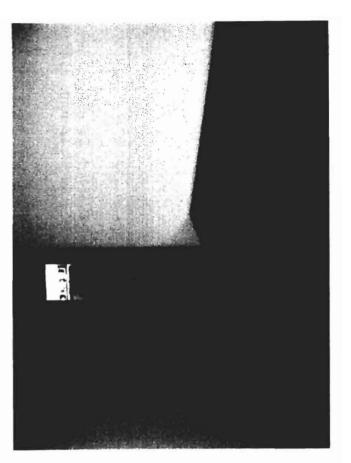


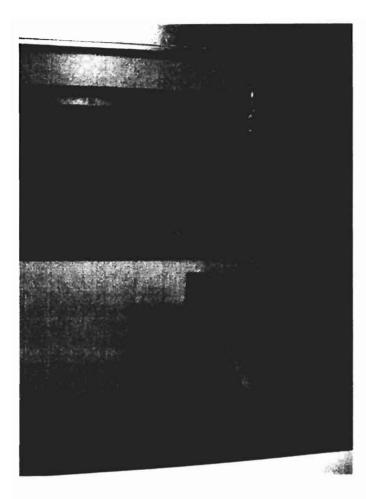
Current vent/window will be expanded to become a full egress window.

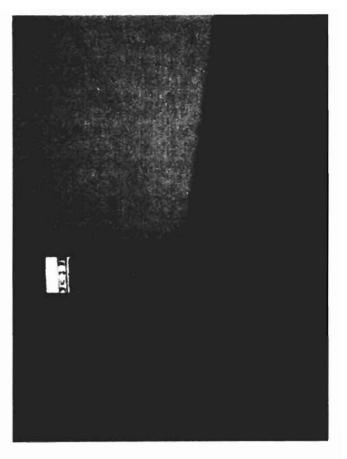




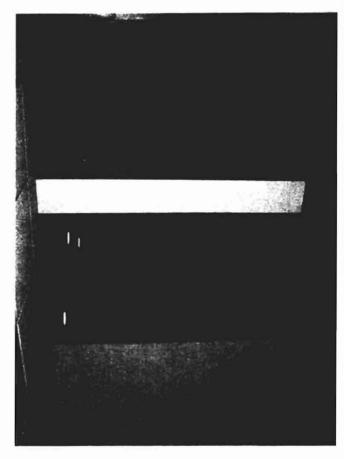


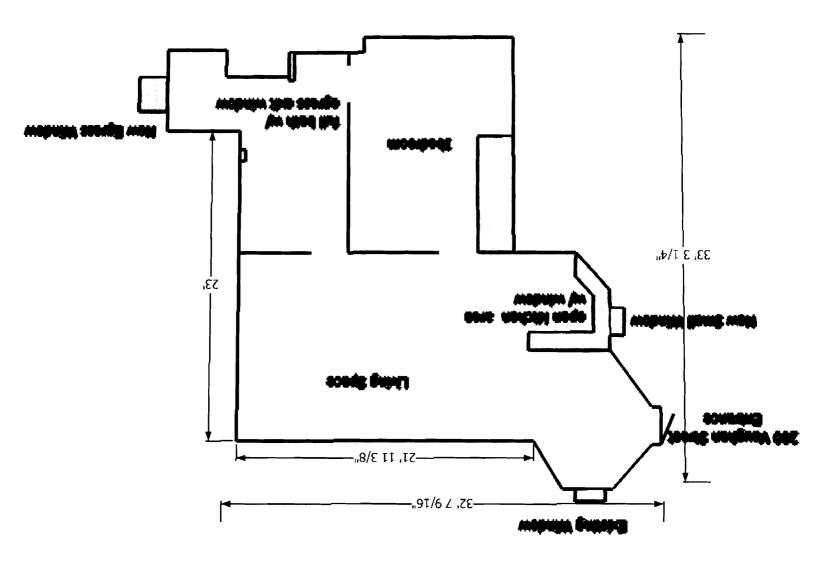






Current vent/window will be expanded to become a full egress window.







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Door Number:	4630
Door Series:	Mastermark
Door Type:	8'0" Exterior
Door Species:	Fir/Hemlock
Standa	ard Features
Panels:	1-1/4" Innerbond
Moulding:	Raised
Glass:	Leaded
Caming:	Brass
Stand	dard Sizes*
Door Widths:	3'0", 3'2", 3'4", 3'6"
Door Heights:	6'8", 7'0", 8'0"

\*Additional sizes are available. See your Simpson Authorized Dealer for final availability and pricing.

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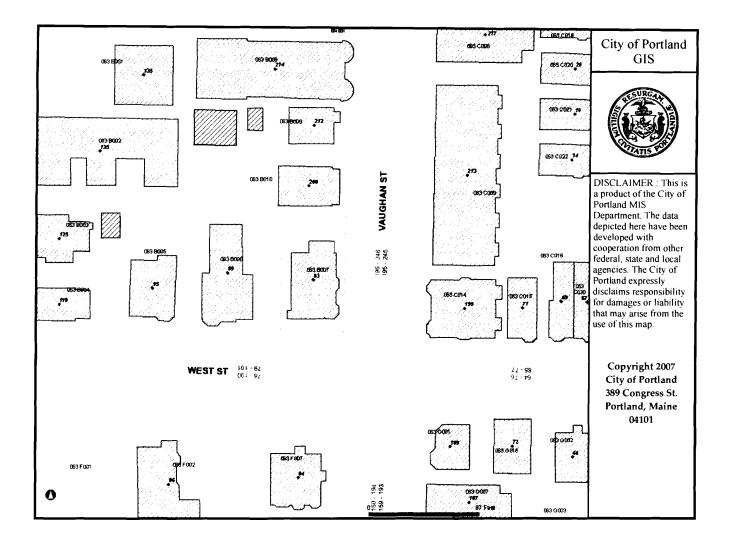
GO

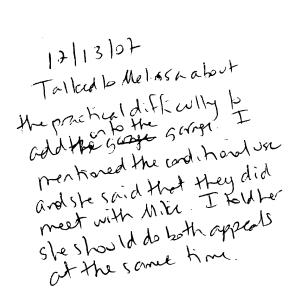
Copyright © 2007 Simpson Door Company. All rights reserved.

DEC-13-2004 MON 08:19 PM 12/13/2004 12:01 2079707071 FAX NO. P. 02 NADEAU AND LODGE PAGE 81 FOR MORTGAGE LENDER USE ONLY THIS SKETCH IS NOT TO BE USED FOR CONSTRUCTION PURPOSES ADDRESS: AS WEST STREET 12/7/04 INSPECTION DATE: PORTLAND MAINE 1" = 20' SCALE: 56'± (RÁCK VAUGHAN STREET DRIVE + Molidor Kail 95'± 4 95 2 STORY DWELLING PORCH <u>56'±</u> APPARENT R/W WEST STREET INSP. BY\_ HS√ SEE PROVIDED TITLE REFERENCES FOR APPLICABLE APPURTENANCES. IF ANY.

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My 200









Strengthening a Remarkable City, Building a Community for Life . www.portlandmaine.gov

Lee Urban- Director of Planning and Development Marge Schmuckal, Zoning Administrator

December 10, 2007

Scott & Melissa Knoll 83 West Street Portland, ME 04102

RE: 83 West Street - 063-B-007 - R-4 Zone - permit #07-1488

Dear Mr. & Mrs. Knoll,

I am in receipt of your permit application to change the use of your single family (the legal zoning use of your property) into a two family. As you may remember, such a use is a conditional use appeal to the Zoning Board of Appeals. Your current permit application will be on hold until such time that your conditional use appeal is granted by the Zoning Board.

I have enclosed a copy of the conditional use requirements which you must show that you meet for this conversion approval. I remember that there is one issue that you may not be meeting concerning the lower level dwelling unit requiring one-half of its floor-to-ceiling height above the average adjoining ground level. I had suggested that you speak with Mike Nugent, at that time the head of Inspection Services to go over required building codes for housing. Mike Nugent is no longer head of Inspection Services. Please feel free to contact Jeanie Bourke who is now head of Inspection Services.

If you can not meet one of the requirements listed within the ordinance, you will need to obtain a variance appeal first before you can get your conditional use appeal.

If you have any questions, please do not hesitate to contact me at 874-8695.

Very truly yours,

Marge Schmuckal Zoning Administrator



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Lee Urban- Director of Planning and Development Marge Schmuckal, Zoning Administrator

December 6, 2005

Scott & Melissa Knoll 83 West Street Portland, ME 04102

RE: 83 West Street - 063-B-007 - R4 - Commercial Business

Dear Mr. & Mrs. Knoll,

It has come to our attention that the company Johnson and Jordan Mechanical Engineers is operating an office out of the basement of your house. Your house is located in the R-4 Residential Zone. Section 14 - 102 of the ordinance states the permitted uses for the R-4 Zone, and the office for mechanical engineers does not fall under a permitted use. I have enclosed a copy of section 14 - 102 of the ordinance for your information. Our records also show that the most current use of this property was as a single-family dwelling. You need to get in touch with our office as soon as possible to either legalize this use if it is possible or remove the business from your house. Please call me at 874-8709 within the next thirty days to discuss this.

Yours truly,

Ann B. Machado Zoning Specialist (207) 874-8709

Cc. file



Strengthening a Remarkable City. Building a Community for Life . www.portlandmaine.gov

Lee Urban- Director of Planning and Development Marge Schmuckal, Zoning Administrator

January 23, 2006

Scott & Melissa Knoll 83 West Street Portland, ME 04102

RE: 83 West Street - 063-B007 - R4 - Commercial Business.

Dear Mr. Knoll,

Thank you for your letter dated January 8, 2006. I appreciate your efforts to give us details of the history of the office space in your basement and your concern in trying to do the right thing. Unfortunately our records do not reflect all the uses of the office space that you listed in your letter. Our records show the original permit that Dr. Francis Fox applied for in October of 1953 to convert his basement into a doctor's office for his own practice. The letter that was part of the conditions of the approval of the permit stated that the use of the basement was "allowable under the Zoning Ordinance only if used by the occupant of the premises in conjunction with the living quarters above...Rental or lease of any office space to another doctor is therefore not permissible unless authorization for such a use could first be secured from the Board of Appeals." The only other building permit that we have on file that deals with this office space is when Dr. Fox installed an air conditioning system in March of 1954. We have no permits for any of the other uses that you listed in your letter and there are no records from the Zoning Board of Appeals for a change of use from an in-home doctor's office. It is also our understanding that the office space was vacant for the last eight years before you bought the home in December of 2004. Since the R4 zone does not allow offices, any legal nonconforming use would have been lost with the space being vacant for eight years.

You also said that when you were in the process of buying the house you spoke to someone from zoning about the allowable use of the office space. Until we actually have a permit pending we do not research previous permits to see what uses have been allowed. The records are open to the public for them to research to see if what they want to do is possible. As far as using the space as an apartment, Section 14-103 states that a lower level unit must have one-half of its floor to ceiling height above ground level. You mention that the space is partially below grade. Is it less than half below grade? A basement apartment might be possible depending on the height above grade.

Since you do not have an approved use through this office for the current business in the basement, the business must be vacated. You have thirty days from the date of this letter

to do so. We realize that it may take some time for Johnson and Jordon to relocate, so we will try to work with you on this. You have the right to appeal my decision concerning use of the basement. If you wish to exercise your right to appeal you have thirty days from the date of this letter in which to appeal. If you should fail to do so, my decision is binding and not subject to appeal. At this point I would like to point out that Section 14-473(c)(4) of the ordinance states that the zoning board does not have the authority to grant an appeal because under specified variances prohibited it states that "No use permitted in business districts shall be permitted in any residential district." I have enclosed a copy of that section of the ordinance.

Please feel free to contact me if you have any questions.

Sincerely,

Ann B. Machado Zoning Specialist (207) 874-8709



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Lee Urban- Director of Planning and Development Marge Schmuckal, Zoning Administrator

TO:	WILLIAM HALL, CHAIR AND MEMBERS OF ZONING BOARD OF APPEALS
FROM:	MARGE SCHMUCKAL, ZONING ADMINISTRATOR
SUBJECT:	83 WEST STREET, COR. 200 VAUGHAN STREET – 063-B-007 – R-4
DATE:	MARCH 28, 2006

For this interpretation appeal I have attached copies of all the file records concerning this address. The key information on which a zoning determination was made is an October, 1953 permit which severely limits the doctor's offices situated within the basement and part of a single family dwelling. There is no separate file on record for 200 Vaughan Street. There are no other permits allowing a business use in the basement. There are several permits from the 1990's which state the use of the property to be a single family.

I believe that I do remember these folks coming into our office and asking about the continuation of an office use. As I tell everyone, they must check our building history records for what the zoning office considers the allowable use to be within a building. The owners were sure that the basement use was allowed. They declined from researching our files. I then always preface my answer, that <u>if</u> a use is allowed, it can continue as it was permitted. In this particular case, there were pretty specific conditions on the approval of the doctor's office.

Currently a variance by the Zoning Board of Appeals could not be granted under section 14-473 which prohibits the Board from granting a business use in a residential zone.

The applicants did ask me whether a dwelling unit could be added to the basement. I referred them to the conditional use section of the R-4 zone which outlines the conditions that must be met before the Zoning Board grants such an appeal. It appears that at least one criterion would need a variance prior to a conditional use. There is a requirement that a lower level dwelling unit have a minimum of one-half of its floor-to-ceiling height above the average adjoining ground level. I do not have a full application, but apparently most of the lower level basement is below grade other than an entryway that has been opened up by retaining walls.

City of Portland, Maine Code of Ordinances Sec 14-103

Land Use Chapter 14 Rev. 2-21-01

See Next Pa

- 1. Sheltered care group homes, as defined in section 14-47 of this article, for up to twelve (12) individuals, plus staff, and serving a primary population which is not handicapped persons, parolees, persons involved in correctional prerelease programs, or current illegal drug users, provided that:
  - A sheltered care group home shall not be a. located within five hundred (500) feet of another, as measured along street lines to the respective property lines;
  - b. There shall be no open outside stairways or fire escapes above the ground floor;
  - с. The facility shall make provision for adequate on-site staffing in accordance with applicable state licensing requirements. If a facility is not licensed by the state, there shall be a minimum of one (1) staff person for every ten (10) residents or fraction thereof.

The board of appeals may impose conditions upon a conditional use permit concerning the creation or operation of a sheltered care group home including but not limited to the following: site and building maintenance; lighting, fencing, and other appropriate security measures; screening and buffering of parking areas; compatibility of any additions or alterations with the existing residential structure; compatibility of new structures with the architectural character of the surrounding area; and limitation on the duration of a sheltered care group home permit.

Alteration of an existing structure to accommodate one (1) or more dwelling units provided that:

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14-90

/ity of Portland, Maine /Code of Ordinances Sec 14-103

Address a not start on your p parties hat time

)

Land Use Chapter 14 Rev. 2-21-01

- b. No open outside stairways or fire escapes above the ground floor shall be or have been constructed in the immediately preceding five (5) years;
- c. The alteration will not result in a total cubic volume increase of more than ten (10) percent within the immediately preceding five (5) years;
- d. A lower level dwelling unit shall have a "his may minimum of one-half of its floor-to-ceiling bears. height above the average adjoining ground level;
- e. No existing dwelling unit shall be decreased to less than one thousand (1,000) square feet of floor area;
- f. Three thousand (3,000) square feet of land area per dwelling unit shall be required;
- g. The project shall be subject to article V (site plan) of this chapter for site plan review and approval.
- h. Parking shall be provided as required in division 20 of this article.
- 3. Multiplex development with three (3) or more horizontally or vertically attached, or a series of such attached dwelling units and the construction of at least one (1) building, provided that:
  - a. No open outside stairways or fire escapes above the ground floor shall be constructed;
  - b. No habitable space in a dwelling unit shall be below grade, except basements that are a part of and below aboveground units.
  - c. Three thousand (3,000) square feet of land area per dwelling unit shall be required for the first three (3) dwelling units with a

City of Portland, Maine Code of Ordinances Sec 14-103 Land Use Chapter 14 Rev. 2-21-01

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- 2. Alteration of an existing structure to accommodate one (1) or more dwelling units provided that:
  - a. No additional dwelling unit shall have less than six hundred (600) square feet of floor area, exclusive of common hallways and storage in basement and attic;

City of Portland, Maine Code of Ordinances Sec 14-103 Land Use Chapter 14 Rev. 2-21-01

- b. No open outside stairways or fire escapes above the ground floor shall be or have been constructed in the immediately preceding five (5) years;
- c. The alteration will not result in a total cubic volume increase of more than ten (10) percent within the immediately preceding five (5) years;
- d. A lower level dwelling unit shall have a minimum of one-half of its floor-to-ceiling height above the average adjoining ground level;
- e. No existing dwelling unit shall be decreased to less than one thousand (1,000) square feet of floor area;
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  - b. No habitable space in a dwelling unit shall be below grade, except basements that are a part of and below aboveground units.
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